

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF SEPTEMBER 24 – 28, 2012

MONDAY, SEPTEMBER 24, 2012

*8:30 a.m.	Community Options Program Planning Committee	Bd Rm B, Sophie Beaumont 111 N. Jefferson Street
*10:00 a.m.	Nicolet Federated Library System Personnel Committee	Third Floor, Central Library 515 Pine Street
*5:00 p.m.	Land Conservation Subcommittee (Fall Tour To Follow Meeting)	UW Extension 1150 Bellevue Street

TUESDAY, SEPTEMBER 25, 2012

*3:30 p.m.	Criminal Justice Coordinating Board	Room 201, Northern Building 305 E. Walnut Street
*4:00 p.m.	Children With Disabilities Education Board	Syble Hopp School 755 Scheuring Road
*5:30 p.m.	Planning, Development & Transportation Committee (Note Date, Time and Location)	Auditorium, UW Extension 1150 Bellevue Street

WEDNESDAY, SEPTEMBER 26, 2012

*6:00 p.m.	Human Services Committee	Room 200, Northern Building 305 E. Walnut Street
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THURSDAY, SEPTEMBER 27, 2012

*8:30 a.m.	Aging & Disability Resource Center Board of Directors	ADRC 300 S. Adams Street
*5:00 p.m.	Administration Committee	Room 200, Northern Building 305 E. Walnut Street

FRIDAY, SEPTEMBER 28, 2012

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, September 24, 2012 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street,
Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of July 23, 2012
5. Updates
 - Family Care update
 - COP update
 - COP Wait List
6. CBRF variance approvals
 - Bishops Court now independent apartments
 - Marla Vista
 - Walnut Grove
 - CIP update
7. **Closed session**--Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- * 8. CBRF variance requests (three requiring vote)
9. Any other business authorized by law

* Indicates materials are included in packet mailing

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the Board of Trustees, **Personnel Committee** of the Nicolet Federated Library System will be held **Monday September 24, 2012 at 10:00 a.m.**, at the **Nicolet Federated Library System**, 515 Pine Street, Third Floor, Green Bay, WI. 54301

Personnel Committee Members:

Miriam Erickson
Denise Bellmore
Sandy Ryczkowski

Chris Wagner
Cheryl Maxwell

AGENDA

1. Approve October 11, 2011 minutes.
2. Discuss NFLS 2012/2013 Staff Compensation.
3. Discuss Staff Vacation and Personal Leave Allowances.
4. Discuss Director's Annual Performance Review.
5. Other Business.
6. Adjourn

Miriam Erickson, Chair
Personnel Committee

Attachments:
10/11/2011 Minutes

Notice is hereby given that action by the Committee may be taken on any of the items that are listed on the agenda. **Please call 448-4410 if you cannot attend this meeting.**

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920-448-4410 so that arrangements can be made.

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair

Dave Kaster, Vice Chair

Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

Monday, September 24, 2012

5:00 p.m. (Tour to Follow)

Ag & Extension Service Center

1150 Bellevue St

**NOTE: Land Conservation Committee Fall Tour will
take place immediately after
Land Conservation Committee business meeting.
Tour Agenda is attached.**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of Land Conservation Subcommittee of August 27, 2012.

Land Conservation

1. Variance request from Meadowlark Dairy to build an Animal Waste Storage Facility closer than 250 feet from property line.
2. Land and Water Conservation Department Budget Update August 2012 (to be distributed at LCC meeting).
3. Budget Adjustment Request (12-69): \$24,557 - Grant for West Shore Pike Habitat Project.
4. LCC Fall Tour (Agenda and Map of Tour Attached)
5. Such other matters as authorized by law.
6. Adjourn.

Norb Dantine, Jr., Chair

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Judge Kendall Kelley

CRIMINAL JUSTICE COORDINATING BOARD

Tuesday, September 25, 2012

3:30 p.m.

Room 201, Northern Building
305 E. Walnut Street

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of May 29, 2012.
4. Plan Board Membership.
5. Agenda for Upcoming Meetings – Potential Areas of Focus:
 - a. Response to Illegal Drug Activity in Brown County and Presentation by Prescription Drug Officer. (Sheriff John Gossage)
 - b. Schedule Meeting with Representative from Statewide Criminal Justice Coordinating Council. (DA David Lasee)
 - c. Sex Offender Ordinances. (Jed Neuman)
 - d. County Funded Assistant District Attorney. (DA David Lasee)
 - e. Jail Population Update.
 - f. Reducing Jail Population.
 - g. Specialty Courts (Drug Court, Veterans Treatment Court, and future Courts)
6. Adjourn.

Judge Kendall Kelley, Chair

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Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION
BOARD AGENDA**

**Tuesday, September 25, 2012
Syble Hopp School**

1. Call to Order - 4:00 pm. – K. Gustman
2. Action Item: Approval of August 28, 2012 Board Minutes
3. Correspondence
4. Action Item Approval of Agenda
5. Action Item: Donations
6. Action Item: Second Reading of Board Policy Staff Computer Network (5.01a) (5.01b)
7. Action Item: Financial Report
8. Action Item: Parent Organization Report
9. Action Item: Administrators Report
10. Action Item Payment of Bills
11. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues
12. Action Item: Staff Request
13. Adjournment

Calendar: Oct 3rd Syble Hopp School Family and Friend BBQ

"Any person wishing to attend who, because of disability requires special accommodation should; contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, September 24, 2012 so arrangements can be made."

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Dave Kaster, Vice Chair

Dave Landwehr, Norbert Dantinne, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

TUESDAY, SEPTEMBER 25 2012

5:30 p.m.

Auditorium, UW-Extension

1150 Bellevue Street

**** PLEASE NOTE: DATE, TIME AND LOCATION ****

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of August 27, 2012.
1. Review minutes of:
 - a. Harbor Commission (June 18, 2012).
 - b. Planning Commission Board of Directors (August 1, 2012).
 - c. Transportation Coordinating Committee (June 11, 2012 and draft of September 10, 2012).

Airport

2. Budget Status Financial Report for August, 2012.
3. Bid Tabulation for Aircraft Hangar Modification.
4. Director's Report.

Port and Solid Waste

5. Director's Report.

Planning and Land Services

Land Information (no items)

Planning Commission

6. Grant Application Review (12-07) – Brown County Comprehensive Plan – Land Use and Natural Resources Chapter Updates.
7. Review and Action on Community Development Block Grant-Housing Program Citizens Participation Plan.
8. Budget Status Financial Report for July, 2012.

Property Listing

9. Budget Status Financial Report for July, 2012.

Zoning

10. Budget Status Financial Report for July, 2012.

Public Works – Facility Management

11. Alternative Position Request Project I.D. #1450-07-00 STH 29/CTH EA (I-43 to Willow Road).
Held for 30 days to request Representatives from Ledgeview and Bellevue to be present at the next PD&T meeting.
12. Resolution re: Approving the Transfer of the Document Center from Public Works to Information Services.
13. RFP Architectural/Engineering Services for Public Works Facility Management Project #1612.
14. Summary of Operations.
15. Budget Adjustment Request (12-76) – To utilize the Veteran’s Memorial Complex Renovation Fund fund balance for Resch Center and Arena projects.
16. Budget Adjustment Request (12-77) – To transfer CTC Building Project Capital Project Fund non-bond funds to the Building Systems Upgrades Capital Project Fund.
17. Bid Tabulations / Recommendations:
 - a. Project #1546 – Re-Lamping Northern Building.
 - b. Central Library – Condenser Replacement.
 - c. Central Library – Sidewalk Replacement.
 - d. Central Library – Elevator Replacements.
 - e. Central Library – Arc Flash Hazard Study w/Training.
 - f. Central Library – Main Services Replacement.
18. Director’s Report.

Register of Deeds – No agenda items.

UW-Extension – No agenda items.

Other

19. Audit of bills.
20. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE
Wednesday, September 26, 2012
6:00 p.m.
Room 200, Northern Building
305 E. Walnut Street

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 25, 2012.

Comments from the Public

Report from Human Services Chair

1. Review Minutes of:
 - a. Board of Health (May 8, 2012).
 - b. Children With Disabilities Education Board (July 24 and August 28, 2012).
 - c. Community Options Program Planning Committee (July 23, 2012)
 - d. Human Services Board (July 12 and August 16, 2012).
 - e. Northeast Wisconsin Family Care Board of Directors (July 13, 2012).
 - f. Veterans' Recognition Subcommittee (August 13 and September 18, 2012).

Communications

2. Communication from Supervisor Robinson re: Request that the Human Services Committee consider merging the Human Services Committee and Human Services Board. *Held for one month.*
3. Communication from Supervisor Sieber re: To direct the Human Services Department to work with the National Association of Counties (NACo) in promoting the NACo Prescription Discount Card Program to Brown County residents, non-profits and other Brown County Departments. And to authorize the County Executive or his staff to sign Brown County up for the \$1 marketing reimbursement fee option.

Health Department

4. Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. *Recommendation to forward to Human Services Committee at September 11, 2012 Board of Health Meeting.*

Human Services Department

5. Budget Adjustment (12-71): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).
6. Budget Adjustment (12-73): Increase in expenses with offsetting increase in revenue.
7. Executive Director's Report.

8. Report on New Directions in Volunteer Services.
9. Financial Report for Community Treatment Center and Community Programs (June and July, 2012).
10. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center (July and August, 2012).
 - b. Monthly Inpatient Data – Bellin Psychiatric Center (July and August, 2012).
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
11. Approval for New Non-Continuous Vendor (August and September, 2012).
12. Request for New Vendor Contract (August and September, 2012).

Aging & Disability Resource Center – No agenda items.

Syble Hopp – No agenda items.

Veterans Services – No agenda items.

Other

13. Audit of bills.
14. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING**

Thursday, September 27, 2012 at 8:30 a.m.
300 S. Adams Street, Green Bay, WI 54311

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Adoption of Agenda		
3. Approval of the minutes of regular meeting, August 23, 2012		Yes
4. Comments from the public		
5. Finance Report a. Review and approval of August 2012 Finance Report b. Review and approval of Restricted Donations	Yes	Yes
6. NeighborCare Grant-Mou	Yes	Yes
7. Red Cross Vehicle Outcome: 85.21 Application		
8. Staff Report: Benefit Specialist		
9. Holiday schedule for employees	Yes	Yes
10. Aramark Contract Update		
11. Family Care Update		
12. Directors Report a. 3-year Plan Public Hearing October 12 th 1:00 b. Options Counseling Washington Trip c. County Executive Budget Update d. Personnel Committee Meeting October	Yes	
13. Legislative Updates		
14. Announcements		
15. Next Meeting-October 25 th Bring Calendars to Schedule December Meeting!		
16. Adjourn		Yes

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Tim Carpenter, Vice Chair

David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, September 27, 2012

5:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call to Order.
- II. Approve/Modify Agenda
- III. Approve/Modify Minutes of August 23, 2012.

1. Review minutes of:
 - a) Housing Authority (September 12, 2011 & November 21, 2011 and March 19, 2012 April 16, 2012, June 18, 2012 & August 20, 2012).

Communications

2. Communication from Supervisor Sieber re: To have Information Services study how much it would cost and how long it would take to change county personnel's email address to a less complex formula. To have IS recommend a new formula for county personnel's email addresses. *Referred from September County Board.*

Child Support

3. Budget Status Financial Reports for June and July, 2012.
4. Director's Report.

County Clerk

5. Budget Adjustment Request (12-67) Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).

Information Services

6. Budget Status Financial Report for July, 2012.
7. Budget Adjustment Request (12-74): To transfer funds from salary acct to professional services.
8. Resolution re: Approving the Transfer of the Document Center from Public Works to Information Services.
9. Director's Report.

Human Resources

10. Budget Status Financial Report for July, 2012.
11. Activity Report for August, 2012.

Department of Administration

12. Budget Status Financial Report for July, 2012.
13. 2012 Budget Adjustment Log.
14. Review of Purchasing Policy. *Held for one month.*
15. Director's Report.

Corporation Counsel

16. Resolution re: The Reorganization of the Corporation Counsel Office.
17. Convene in Closed Session to discuss and confer with Corporation Counsel in regards to Civil Action No. 12-C-633 entitled GetMOR Enterprises, LLC v. Brown County, pursuant to Wis. Stat. § 19.85(1)(g) "any meeting of a governmental body may be convened in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

Treasurer – No agenda items

Other

18. Audit of bills.
19. Discussion of meeting dates and times for October & November (Schedule budget meeting in October & November meeting falls on Thanksgiving).
20. Such other matters as authorized by law.

Steve Fewell, Chair

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SEPTEMBER 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30 pm	6 Ed & Rec 5:30 pm	7	8
9 	10 Executive Cmte 5:30 pm	11	12	13 	14	15
16	17 Special Ed & Rec 5:30pm	18 Vets Recognition Subcommittee 5:00 pm	19 Special Exec 6:45p Board of Supervisors 7:00 pm	20 Facility Master Plan SubCommitte 5:00 pm	21	22 <i>Autumn begins</i>
23	24 *Land Con 5 pm	25 EMS 1:30 pm CICB 3:30 pm *PD&T 5:30pm	26 Human Svc 6:00 pm	27 Admin 5:00 pm	28	29
30 	<p>* Land Conservation Subcommittee will be meeting on their normal date – Monday, September 24th @ 5pm The Annual Fall Tour will follow at approximately 5:30pm. * Planning, Development & Transportation will be held the following day, TUESDAY, September 25th in the UW-Extension Auditorium at 5:30pm</p>					



OCTOBER 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 5:30 pm	4 Ed & Rec 5:30 pm	5	6
7	8 Executive Cmte <i>Tentative- Columbus Day</i> 5:30 pm	9	10	11	12	13
14	15 Ed & Rec Cmte <i>Budget Mtg</i> 5:30pm	16 Vets Recognition Subcommittee 5:00 pm	17 Board of Supervisors 7:00 pm	18 Facility Master Plan SubCommitte 5:00 pm	19	20
21	22 Land Con 6 pm Plan Dev & Trans 6:30 pm <i>Budget Mtgs</i>	23 Human Svc <i>Budget Mtg</i> 5:30 pm @ ASPIRO	24	25 Admin <i>(Budget-Tentative)</i> 5:00 pm	26	27
28 	29 Executive Cmte <i>Budget Mtg</i> 5:30 pm	30 Crim. Justice Coord. Board 3:30 pm	31  HALLOWEEN			

BROWN COUNTY COMMITTEE MINUTES

- **Children With Disabilities Education Board** (August 28, 2012).
- **Library Board** (August 23, 2012).
- **Nicolet Federated Library System** (October 11, 2011).
- **Veterans' Recognition Subcommittee** (September 18, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department



PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Wednesday, August 28, 2012

Present: B. Clancy, K. Gustman, J. Mitchell

Excused: S. King

Also Present: B. Natelle, A. Nizzia, S. Goron, M. Brick, S. Keckhaver

1. Call to order – 4:00pm p.m. – K. Gustman
2. Action Item: Approval of July 24, 2012 Board Minutes: B. Clancy moved to approve the minutes of the July 24, 2012. J. Mitchell seconded the motion. Motion carried.
3. Correspondence: None.
4. Action Item: Approval of Agenda: B. Clancy moved to approve the agenda as presented. J. Mitchell seconded the motion. Motion carried.
5. Action Item: Donation: Aurora Health Care Employees Partnership Campaign donated \$235.44 on behalf of employees that designated Syble Hopp School as recipients of their donations.

Green Bay Community Service Club, Inc. donated \$200 for Hopp needs.

Neil and Kelli Van Lanen donated a lift/track system in memory of their son Jacob.

J. Mitchell moved to accept these generous donations and continued gifts. B. Clancy seconded the motion. Motion carried.
6. Action Item: Nomination of Officers: B. Clancy moved to nominate K. Gustman as Chairperson of the CDEB. J. Mitchell seconded the Motion. Motion carried.

K. Gustman moved to nominate B. Clancy as Clerk of the CDEB. J. Mitchell seconded the motion. Motion carried.
7. Action Item: Election of Officers: J. Mitchell moved to elect K. Gustman as Chairperson. B. Clancy seconded the motion. Motion carried and passed by unanimous consent.

J. Mitchell moved to elect B. Clancy as Clerk of the CDEB. K. Gustman seconded the motion. Motion carried and passed by unanimous consent.
8. First Reading Revision- Staff Computer Network (5.01a)(5.01b): B. Natelle reviewed the policies with the Board and indicated that the policies will be presented at the next meeting for Board action. B. Clancy moved to receive and place on file. J. Mitchell seconded. Motion carried.
9. Action Item: Replacement position: Tabled.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 28, 2012:

10. Parent Organization: A. Nizzia reported that the Parent Organization is trying something new this year and is creating a Face book account for parents. The Parent Organization will again be holding a meet & greet for new parents around the start of school. Lisa Kiley held the S.A.M.S. Annual Golf Outing this summer and donated \$4,050 proceeds for the Parent Organization. J. Mitchell moved to approve the Parent Organization report. B. Clancy seconded the motion. Motion carried.
11. Action Item: Financial Report: S. Keckhaver reported that the auditors have been in and completed the audit for the 2011-2012 school year. Adjustments have been made per the audit which has changed the dollar to be transferred from Fund 10 (General Fund) to Fund 27 (Special Education Fund). This transfer of funds is a requirement per the Department of Public Instruction financial reporting system. J. Mitchell moved to revise the transfer of funds from Fund 10 to Fund 27 to \$2,221,574.97 for the school year ending 2011-2012. B. Clancy seconded the motion. Motion carried.
12. Action Item: Milk Bids: J. Mitchell moved to approve the milk bid from Morning Glory Dairy for the 2012-2013 school year with the contingency that Morning Glory continues to supply the school with a milk cooler. B. Clancy seconded the motion. Motion carried.
13. Approval of Lunch Fees and School Fees: B. Natelle reported that the school lunch program is self-funded. In accordance with the new Federal guidelines for meal pricing, within the next 7 years the student full-priced meals need to be brought up to the Weighted Average Price. The Weighted Average Price for 2012-2013 is at \$2.46. The Weighted Average Price requirement is as follows:

Students:

Breakfast: Full-Priced	Current at .75¢	Proposed – Change to .80¢
Breakfast: Reduced	Current at .30¢	Proposed – No Change
Lunch: Full-Priced:	Current at \$2.25	Proposed – Change to \$2.35
Lunch: Reduced-Priced:	Current at 40¢	Proposed – No Change
Extra Milk	Current at .30¢	Proposed – No Change

Adults:

Lunch:	Current at \$3.10	Proposed – Change to \$3.10
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B. Clancy moved to set breakfast and lunch prices as required. J. Mitchell seconded the motion. Motion carried.

Student school fees were reviewed for the area districts and found that the Hopp fees should remain at \$15 for early childhood, primary and intermediate age students; \$25 for high school age students. J. Mitchell moved to keep the fees at \$15 and \$25 for 2010-2011 school year. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 28, 2012:

14. Action Item: Substitute daily rate for the 2012-2013 school year: Upon review of a survey of area school district sub pay rates, B. Clancy moved to retain the sub teacher pay at \$130 per day and the sub instructional aide pay at \$68 per day for the 2012-2013 school year. J. Mitchell seconded the motion. Motion carried.

15. Administrator Report:

- a. M. Brick reported to the Board that we have had two school years with daily City Transit service in front of school. The school has used this transportation for transitioning students to their work sites and for community experiences. We encourage staff to utilize the City Transit more often.

Mrs. Brick updated the Board regarding transportation to Syble Hopp and the districts that we serve. There are bus aides that are not full-time staff who will be returning to ride the bus routes. We will continue utilize staff until additional bus aides can be hired. Mary works with Lamers Bus Lines to assign each child a seat. One child is assigned per seat, however, if two are required to sit together, boys sit with boys and girls sit with girls. Students must stay in their assigned seats. This procedure is done for the safety of the children

- b. A. Nizzia reported to the Board that the office and Jim Skenadore have been busy getting ready for staff. The next two days are scheduled staff in-service meetings. The school year brings 1 new teacher, 1 new physical therapist, 3 new instructional aides and 14 new students. Open house is scheduled for 3:30 to 4:30 on Thursday, August 30th. Staff will formalize committees and cabinets for the new school year with many programs that were started last year continuing again this year.
- c. S. Goron reported that the district programs are up and ready to go. There are no new changes to the district programs since spring. Staff has been busy getting their classroom ready.
- d. B. Natelle reported that J. Skenadore could not be at the meeting this evening, however, he has the building ready to go. Floors are waxed, carpets have been cleaned, fire alarm system and fire extinguishers inspections have taken place. The pool was drained and the impellor was not working. The dectron has an issue. The dectron helps to heat the pool. One of the exterior pool windows was shattered. H.J. Martin removed the window pane and has a new one on order. A police report has been filed.
- e. B. Natelle reported that WEA Trust insurance has a wellness program going on for our teachers. If teachers participate they will receive a \$25 gift card from WEA Trust and their name will go into a drawing for additional prizes.

B. Clancy moved to receive and place on file the Administrator report. J. Mitchell seconded. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 28, 2012:

16. Payment of bills: Tabled to the September meeting.
17. Executive Session: The Board will move to Executive Closed Session as allowed by Wisconsin stats 19.85 (1)(c)(f) (i) for the purpose of personnel issues. B. Clancy moved to go into Executive Closed Session as allowed by Wisconsin stats 19.85 1)(c)(f) (i) for the purpose of personnel issues. J. Mitchell seconded the motion. Motion carried.
18. Staff Request: B. Clancy moved to approve the requests as presented. J. Mitchell seconded the motion. Motion carried.
19. Adjournment: J. Mitchell moved to adjourn at 5:00 p.m. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **August 23, 2012** at **6:00 p.m.** at the **Brown County Central Library, 515 Pine St., downtown Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, KATHY PLETCHER, CHRISTOPHER WAGNER and PAT WILLIAMS

EXCUSED: DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY and VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Kevin Raye (Brown County Information Services).

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

Motion by Pletcher, seconded by Wagner, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the July 19 and August 16, 2012 minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

L. Stainbrook reported that joint IS and library staff meeting took place earlier in the week and focused on the progress being made on current projects and those scheduled. Communication has improved greatly as a result of these meetings and they are getting shorter as there is less to discuss. Information Services Director Dave Hjalmsquist also attended. K. Raye reported that some other departments also hold similar meetings. I.S. is planning a LEAN event that will examine work management for the county. The goal is to re-evaluate procedure and policies so as to work as efficiently as possible. The library will participate in a customer service pilot project that will be launched. If successful, the project will be rolled out to all other county departments. The purpose is to show what IT is doing in and for Brown County. K. Raye reported that an upgrade to the public Internet pipe (20MB to 1GB) will take place by October 31. The structure is in place and the application to Wiscnet has been completed and submitted. This upgrade will result in an improved end-user experience. A recent meeting with Insight expressed interest in extending fiber to the Pulaski Branch. Talks continue to determine where the network would be laid out. The East Branch fiber opportunity will not be realized but an inquiry has been made for a potential service upgrade for that location with AT&T. K. Pletcher gave a brief history of Wiscnet. They have about 500 members and serve school districts, government agencies and libraries. The county used to belong to Wiscnet but at the time when the county had so many Centrex lines, AT&T was the better option. Now, with the implementation of VOIP phones, AT&T's services have been greatly reduced and Wiscnet is the better choice. The old Horizon server crashed and the power supply is bad. Any further component failure will end the server's life. It will be determined how to decommission this server.

K. Raye left at 6:20 p.m.

FACILITIES REPORT

L. Stainbrook reported on behalf of C. Beyler. An updated progress report on the library facilities maintenance long range plan was distributed. The spreadsheet itemizes projects completed; new projects; and items not recommended. A half-sized boiler is recommended for Weyers-Hilliard and with the availability of a new Focus on Energy grant, it may be possible to also install a boiler at the Kress Family Branch for the price of one. Another grant offers \$25,000 to 12 different schools and government agencies. The library's segment of this application has been completed and forwarded on to the county's energy committee.

Carryover funds were designated to complete the in-ground lighting at Kress. This project hasn't been completed because the library is waiting for more information about incentives that would ultimately allow more lights to be replaced. Curt met with Kone (elevators) who stated they could install a new 2500# gearless traction elevator with an extra 8 inches of depth without major hoist modifications and come within ¾" of the specifications. The current support is for a center door opening but a side door opening would better accommodate daycare strollers, wheelchairs and stretchers.



Square D and Eland Electric examined the electric switch gear. Since the new units are much smaller, there may be enough clearance to only have one exit as opposed to two. Several attempts have been made to repair roof leaks at the East Branch. Maintenance talked to Blindauer Roofing who recommended replacement. Library property (books and other materials, equipment, furniture, etc.) has not suffered damage because of leaks but the potential exists. The Board wondered what the library's options are since this is a rented space and the landlord is difficult to reach.

80% of the work is complete in preparation for the RFID conveyor at the Central Library. Installation of the materials handling unit is scheduled for September 10.

C. Beyler has had two meetings with County Public Works to discuss planning and prioritizing repair projects at the Central Library. It was agreed that one firm should do all work for the purpose of an inclusive plan. There was a directive to "knock out nuisance projects" or those that could be done quickly in 2012. There was a consensus on the arc flash study of the elevator shaft. The elevators would be a standalone project that would not take place in 2012. The Library Board was clear that there will no approval of any projects unless they are ADA compliant and stressed that Curt needs to be absolutely sure about the need for an extreme and complete understanding of how things will be done (including meeting fire code) and to be sure that any costs that take place now won't be lost if the building gets renovated. (Example: the ¾" shortage on the elevator renovation – what does this mean? Is that close enough or not close enough? Will standards change?) When Boldt was leading the project, they contacted the state to know exactly what was needed (variances, etc.) It is unknown if any of this communication has taken place since.

L. Hoffman noted that Kone's proposal leads her to believe that the elevator cab fits the equipment that is specified and the clearance is ¾" short of the specs but experience indicates that the tolerance can be narrower than what is specified to operate.

The Library Board wants a project plan and believes that the county board should want one too. Smaller projects that could stay out of committee would be expedited but the order in which these independent projects should be completed needs to be determined.

Curt recommends having an engineer/architect attend future meetings... but whom? And who will pay?

A local civic organization contacted L. Stainbrook to discuss a substantial donation to be used for the children's area. Ideas included a fun and inviting entrance, a story time area, a crafts space, a pre-K/toddler area, etc. This is a perfect example of how the whole renovation could have moved forward. P. Williams requested that this opportunity be mentioned to Ed & Rec.

The County Board voted on forming a committee to examine the future needs of the library. There has not been a report. K. Pletcher will follow up with Tom Lund and ask what the process is, who is serving on the committee and when the Library Board can expect a report.

L. Hoffman presented an architect's proposed layout for the 12-year old Weyers-Hilliard Branch. It is forward thinking and designed to accommodate RFID. The branch, built in a traditional manner for staff workflows, has several obstacles. The new plan creates a flow through the center of building, shifts furniture to open the area up and creates a living room concept. The present self-check layout prevents use; the check-in area is awkward and the wall creates visibility problems. The new plan makes self-checks a primary destination. Items being held would be moved and a full service kiosk would be created. Materials check-in would be removed from public view. Plans are in the works to deconstruct the wall and make furniture moves happen. Shelf space is being decided on. L. Hoffman will work with staff directly to determine what collections will go where. Project cost is estimated around \$5000 and donated funds will be sought. C. Wagner stressed reconfiguring the shelving to make the most of it. Plans for modifications to the Ashwaubenon Branch also exist but involve additional work including construction.

ACCOUNTANT'S REPORT

a. **Financial Report** L. Denault presented the July, 2012 financials. **Motion** by Buboltz, seconded by Wagner, to approve the July, 2012 financial reports. **Motion carried.**

b. **Acceptance of Gifts, Grants and Donations** **Motion** by Wagner, seconded by Pletcher, to approve the July, 2012 Gifts, Grants and Donation reports as follows:

Brown County Library Gifts, Grants & Donations Report July 2012

Gifts & Donations

07/05/12	Mary & Sandy Bohman	50.00	East Adopt-A-Program
07/12/12	Mary & Sandy Bohman	150.00	Central Adopt-A-Program
07/12/12	Ann Kapitz	500.00	Southwest Improvements
07/26/12	Branch Buddies of the Brown County Library	45.00	W-H Summer Reading Prizes

07/26/12	Friends of the Brown County Library	9,122.33	Equip. & Supplies
07/01/12	Ashwaubenon	11.58	Donation Box
07/01/12	Bookmobile	7.45	Donation Box
07/01/12	East	55.92	Donation Box
07/01/12	Weyers/Hilliard	10.19	Donation Box
07/01/12	Central Circulation	68.65	Donation Box
07/01/12	Kress	13.30	Donation Box
07/01/12	Pulaski	9.59	Donation Box
07/01/12	Southwest	16.14	Donation Box
07/01/12	Wrightstown	14.12	Donation Box
Total Donations		\$ 10,074.27	
Federal & State Grants			
07/31/12	Nicolet Federated Library System	\$ 5,380.33	Collection Development
07/31/12	Nicolet Federated Library System	4,045.00	Gates Match-Technology
Total Grants		\$ 9,425.33	

Motion carried.

BUDGET

L. Stainbrook and V. Van Vonderen met with the County Executive last week. L. Stainbrook reported that the meeting went well. She didn't sense that additional cuts would be proposed. There was discussion about county reimbursements for library services as the County Executive has been receiving calls from billed counties as well. Those payables are being used to balance the library's budget. It is unknown what will happen if nonpayment occurs. Lynn commented that Vicky did a nice job talking about the library experience, pointing out that in addition to the books and materials the library offers; it is also a community service and meeting place.

LIBRARY BOARD RETREAT

C. Buboltz explained her past experiences with board retreats. They have covered a number of topics including operations/planning; self-evaluation of board; board meeting structure; policies; demographics and the effectiveness of the agency's service to them; programs and process; perceptions data; what works and what doesn't; and hard data review. She has found them valuable and a good opportunity to review roles and responsibilities, and set goals. Retreats are open to the public so having a quorum of the board is not an issue. Retreats also provide a good opportunity to consider mission, vision and service array as well as the future (budget, outlets and related topics). A facilitator would be useful as it is difficult to facilitate and participate at the same time. K. Pletcher and V. Van Vonderen will work to draft an outline. P. Williams is also interested in knowing how many people the library serves strictly in Brown County versus those from outlying counties.

REPORT OF WORK RULES COMMITTEE

a. Approve Dress Code Policy

Motion by Pletcher, seconded by Buboltz, to approve the Appearance Policy. **Motion carried.**

b. Approve Confidentiality Policy

Motion Wagner, seconded by Pletcher, to approve the Confidentiality Policy as amended with modified language to include 'with other library service providers' under number 8. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

Discussion centered on a Special Needs plan to help find grants for smaller libraries and out-of-county reimbursements.

PRESIDENT'S REPORT

T. Watermolen commended Carla for her leadership on the Library Director's performance review process. Her experience and knowledge was extremely helpful. Terry also suggested possibly surveying the county board on what they would like and what type of information they would prefer from the Library Board. Having this understanding may improve communication; reduce frustration and result in better-informed county board supervisors – particularly those outside of the committees the Library Board works with. K. Pletcher suggested that Library Board members could be assigned and act as liaisons to particular county board members.

DIRECTOR'S REPORT

L. Stainbrook noted that staff has talked about space in NFLS that will become available in the new year. The Technical Services Department could possibly relocate there as the space is large enough, secure and has easy access to an elevator. This move might only require slight modifications and additional data lines. The department's current space could be opened up to create additional public space. Technical Service staff just completed a LEAN event on work spaces and work flows.

Representatives from Oconto County are scheduled to meet with L. Stainbrook to discuss the process used in determining the reimbursement charges. Terry reminded that people are not being double taxed; state statute provides for this action; the bill is for only 70% of the total; and this process was implemented to be fair to the taxpayer's that are paying for library services.

CLOSED SESSION

No action. There was no need to go into closed session since the resolution recognizing Library Board authority was approved by the County Board.

RETURN TO OPEN SESSION:

No action.

POSSIBLE ACTION REGARDING LIBRARY BOARD AUTHORITY

No action. L. Stainbrook and L. Hoffman will meet with Lynn Vanden Langenberg and Tom Smith from County Human Resources to discuss the library's next steps – what can be done right away and what needs additional preparation. The relationship with HR will be more of a Memorandum of Understanding - what the county will provide and what the library will control- than that of a contract.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Buboltz, seconded by Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:16 p.m.

NEXT REGULAR MEETING

September 20, 2012

**Southwest Branch Library
9740 Ninth Street, Green Bay
6:00 p.m.**

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary

**Minutes of the
Nicolet Federated Library System
Personnel Committee Meeting
October 11, 2011 at 11:00 a.m.,
at the Nicolet Federated Library System**



Present: Miriam Erickson, Chris Wagner, Cheryl Maxwell.
Also Present: Mark Merrifield

Miriam Erickson called the meeting to order at 10:57 a.m., and determined that a quorum was present.

1. August 16, 2011 minutes. **Motion** by Maxwell, second by Wagner to accept the minutes as presented. **Motion carried.**
2. **CLOSED SESSION - Motion** by Wagner, second by Maxwell to go into Closed Session under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of this session is for the review of the Director. **Motion carried unanimously.**
3. **Reconvene in open session. Motion** by Maxwell, second by Wagner to adjourn to open session and continue the meeting. **Motion carried unanimously.** Erickson will give a report on the Director's review and evaluation to the full board in Closed Session.
4. **Other Business. Motion** by Maxwell, second by Wagner that Miriam Erickson is to be commended for doing an outstanding job in handling the Director's review in a professional and thorough manner. **Motion carried..**
5. **Adjourn.** Maxwell moved to adjourn at 11:55. Wagner seconded. **Motion carried.**

Mark Merrifield, Secretary

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, September 18, 2012 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Rosemary Desisles, Jim Haskins, Duane Pierce, Donald Bettine, Jerry Polus, John Walschinski

****Running Total of Veterans' Certificates: 1383**

1. Call Meeting to Order.

The meeting was called to order by CVSO Jerry Polus at 5:30 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

A MOTION WAS MADE BY DONALD BETTINE, SECONDED BY JIM HASKINS TO APPROVE THE AGENDA. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of August 31, 2012.

A MOTION WAS MADE BY DUANE PIERCE, SECONDED BY DONALD BETTINE TO APPROVE THE MINUTES. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

5. OK to pay bills.

No bills to pay.

6. Evaluation of Military Appreciation Day at Brown County Fair.

CVSO Jerry Polus asked for feedback on the Military Appreciation Day held at the Brown County Fair in August. He felt this was the best event they have had and attendance was estimated at 200 – 250. In addition, 118 new veterans' certificates were requested. Suggestions Polus had received following the event included identifying veterans with colored wristbands, however, after discussing this it was decided that this would not have much merit. Duane Pierce reported that one of the admission gates was not aware that it was Military Appreciation Day; however, this was a simple understanding that was cleared up right away.

Polus felt one of the things that should be considered for next year is having some sort of banner identifying the tent and the event that would be visible from the midway. He got the banner they had used previously from his office and noted that there was a spelling error on the banner. John Walschinski took the banner home with him and stated that he would work on getting the spelling error fixed so the banner could be used next year. The other thing Polus would like to look into for next year is some sort of table covering for the tables staffed by his office.

Jim Haskins was upset that despite his personal pre-Fair visits to area television stations, none of them showed up at the event. He sent a letter to the stations that he shared with the Subcommittee. He stated that he did receive a response to his letter from Fox 11 who stated they were not trying to snub veterans in any way but they could not cover every event that takes place, although they would add it to their list for next year.

John Walschinski attended the event and said when people were signing up for certificates the placement of the flags at the entrance to the tent seemed to interfere a little bit with people getting to the table and they will look at this a little more closely next year.

Duane Pierce reported that he circulated through the attendees and the feedback he received was very positive and veterans really liked the displays and the band and would like to see the same thing next year. He also stated that Ed Koslowski will be having a follow-up meeting and Pierce will report back to this Subcommittee after that meeting is held. He did hear several comments that the adjacent band that played during the day was a little bit too loud and perhaps next year the tent could be a little further away from the stage. Pierce also said the table service was well received and he will ask Rolling Thunder to come back next year.

Polus felt the layout of the tent worked very well and the joint effort with the Meet and Greet Group also worked very well. He thanked the Subcommittee for their hard work in making this event such a success and he also thanked the Fair Board for including the event in their advertising and for all the other help they provided.

7. Promoting Veterans' Day among employers and businesses.

Polus provided the list of area businesses that offer special discounts and deals in honor of Veterans' Day so that members could confirm the deals and discounts prior to Veterans' Day. Polus continued that the Veterans' Day Ceremony at the Brown County Arena will be held on Sunday, November 11, 2012 at 10:30 a.m. Further the ceremony at the Duck Creek VFW will be held on Friday, November 9. The ceremony at the Yacht Club is scheduled for Saturday, November 10.

The next meeting of this Subcommittee will be held on the regular date of Tuesday, October 16, 2012, but the November meeting will be held on Wednesday, November 7, 2012 so that any last minute plans for Veterans' Day can be discussed.

8. Report from CVSO Jerry Polus.

Polus reported that the Green Bay VA Clinic is moving along and they hope to take over the keys in May or June and start seeing patients in July or August. A Clinic Director has been hired who has been a long-time VA employee who has worked in Appleton as well as in Milwaukee. They will be bringing up equipment and a team of employees next month. Polus indicated that they are doing a small amount of hiring but this will increase in late winter and early spring. The best way to apply for a job at this time is to go to the Milwaukee VA Medical Center website and click on jobs for a listing of available positions.

Polus explained that veterans in Brown County will be among the first to have the opportunity to schedule appointments in Green Bay and will be notified of the procedure to follow by letter. He noted that for the last two years the VA has given residents approval to see their regular physicians and have it billed to the VA and patients under this program will be the first people to receive appointments at the new clinic. The next group will be those people who go to VA Clinics other than the Green Bay clinic and wish to transfer. All patients will be notified of their options.

Polus also reported on Veterans Court and stated that this is going well and they currently have six vets in the program and also have five or six more they hope to bring in soon. They have hired an outreach coordinator which is a key position and an important part of the Veterans Court program. Court is held on Friday afternoons at 3:00

p.m. Polus also reported that Sheboygan County's judicial district is also ready to start their Veterans Courts.

Polus concluded his report by talking about Honor Flights and he said that one is going this month and another will be heading out next month. He also stated that there have been discussions about looking at Honor Flights for Korean Veterans, but there is nothing formal on this at this time.

9. Report from Committee Members Present (Bettine, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).

-Jim Haskins shared that the VA in Milwaukee now offers valet parking. He also stated the IHop Restaurant near the Clinic gave him a discount on his meal, although, he does not know if this is done elsewhere. He also reported that he had read recently in Forbes Magazine that Hertz has provided 40,000 rental cars to troops returning from the Middle East. He also reported that he read that 25% of Amazon's new employees are ex-military and they are ranked number one in 2012 for the top 100 military friendly employers in the country. Haskins concluded his report by saying that the City Stadium Run for Veterans which was held on September 8 was well attended by 614 people. The proceeds from the event will be given to the Wounded Warriors amputee softball team.

-Donald Bettine reported that he had attended a meeting of the Fox Valley Veterans Council recently and he shared a brochure with the group which said that the goals of the group are to promote the goals and objections of all veterans' organizations for the common good and welfare of active and veteran personnel of all uniformed services as well as their dependents and survivors and to foster support of the exchange of information and ideas among all veterans organizations in order to provide better service to veterans and their families. Polus stated that this organization is similar to the United Patriotic Society and has been in existence for several years.

Bettine also reported that the Courts have ruled against the Stolen Valor Act because it constitutes a violation of free speech. This would make it okay for someone to lie about military service. Pierce noted that they are in the process of putting through a revised edition of the Act that has been reworded to say that if a person lies about military service for financial gain they can be prosecuted.

-John Walschinski shared that his grandson recently stopped to say goodbye as he will be heading to Shaw Air Force Base in South Carolina and then to Afghanistan. He also reported on the Veterans Memorial in Howard and said that the final design is being tweaked a little bit but the main design of the pillars is nearly set. They will be almost 30' tall and between each of the pillars will be a section designated for each branch of service. He also stated that the name of the memorial will be the Northeastern Wisconsin Veterans' Memorial rather than the Howard Veterans' Memorial. The estimated cost of the project is \$350,000 - \$500,000 and they have a professional fundraiser to help raise money.

-Duane Pierce stated that this Friday, September 21, 2012 is POW/MIA Day and a candlelight ceremony will be held at 7:00 p.m. at the POW/MIA flagpole outside the Brown County Courthouse. Pierce also reported that every other month an event is held at Pearly Gates to show their appreciation for the work they do on the bike ride and the next time they do this will be October 1 and he invited anyone interested to attend. They have \$1.50 burgers and raffle prizes. Pierce also shared an e mail he received regarding the President wanting to increase medical insurance for veterans, military

retirees and their families to a point where it would force them to get Obamacare; however, this will not apply to the Civil Defense employees.

-Rosemary Desisles reported that she had been contacted by Mike Egen to help organize a committee in Northeast Wisconsin called the Community Blue Print Team which would be an outreach committee that will provide a way to develop a matrix of service providers including a mentoring group, employment team, outreach team and education team for veterans. She will provide more information on this after she has an opportunity to attend a meeting. A discussion followed and it was felt that although this was a good idea, it may be a duplication of efforts provided by other organizations

10. Such other Matters as Authorized by Law.

None.

11. Adjourn.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY ROSEMARY DESISLES TO ADJOURN AT 5:57 P.M. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary